

## FLORIDA STATE COLLEGE AT JACKSONVILLE

## COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER:	EEC 2520
COURSE TITLE:	Child Care and Education Organizational Leadership and Management
PREREQUISITE(S):	EEC 2523
COREQUISITE(S):	None
CREDIT HOURS:	3
CONTACT HOURS/WEEK:	3
CONTACT HOUR BREAKDOWN:	
Lecture/Discussion:	3
Laboratory:	
Other _____:	
FACULTY WORKLOAD POINTS:	3
STANDARDIZED CLASS SIZE ALLOCATION:	30
CATALOG COURSE DESCRIPTION:	
<p>This early childhood course is designed to provide Advanced Level Director Credential training on organizational structure; ethics and professionalism; leadership; personnel policies and relationships; and staff development, evaluation and retention.</p>	
SUGGESTED TEXT(S):	<p>Sciarra, Dorothy J. and Anne G. Dorsey  <u>Early Childhood Education Supervision and Leadership.</u>            NY: Delmar / Thompson Learning, 2001.</p>
IMPLEMENTATION DATE:	Fall Term, 2003 (20041)
REVIEW OR MODIFICATION DATE:	

COURSE TOPICS	<u>CONTACT HOURS PER TOPIC</u>
I. Organizational Structure and Dynamics	9
II. Ethics and Professionalism	9
III. Leadership	9
IV. Personnel Policies and Relationships	9
V. Staff Development, Evaluation and Retention	9

PROGRAM TITLE: Early Childhood Management

COURSE TITLE: Child Care and Education Organizational Leadership and Management

CIP NUMBER: 0420.020300

## LIST PERFORMANCE STANDARD ADDRESSED:

NUMBER(S):            TITLES(S):

- 07.0 DEMONSTRATE A COMMITMENT TO PROFESSIONALISM -- The student will be able to:
- 07.01 Evaluate your commitment to child care as a profession.
  - 07.02 Pursue self-improvement activities.
- 10.0 MAINTAIN PROFESSIONALISM -- The student will be able to:
- 10.01 Identify three factors that aid professional growth in a child care giver.
  - 10.02 Protect the privacy of the child and family.
  - 10.03 Maintain confidentiality of information obtained about children.
  - 10.04 Discuss the importance of never discussing the child in his or her presence.
  - 10.05 Identify organizations and agencies that provide services and assistance to exceptional children.
- 15.0 DEVELOP A FOOD SERVICE PROGRAM TO MEET THE NUTRITIONAL NEEDS OF CHILDREN - The student will be able to:
- 15.05 Supervise and evaluate food service personnel.
- 16.0 CARRY OUT LEGAL AND PROFESSIONAL RESPONSIBILITIES RELATED TO THE TOTAL PROGRAM. -- The student will be able to
- 16.14 Identify duties of child care personnel.
  - 16.15 Interview potential employees.
  - 16.16 Identify possible in-service training programs for staff members and discuss their importance.
  - 16.17 Describe how supervision for quality staff performance is best achieved.
  - 16.18 Identify subjects covered in personnel policies and discuss the need for defined personnel policies.
  - 16.19 Develop a work schedule for all child care employees.
  - 16.20 Develop and implement personnel evaluation forms.
  - 16.21 Demonstrate supervision skills
  - 16.27 Identify ways to solve the following center management problems: teacher absence, poor planning, dealing with a child's "separation anxiety", scheduling work hours, arranging community projects.
- 19.0 DEMONSTRATE LEADERSHIP AND ORGANIZATIONAL SKILLS -- the student will be able to:
- 19.01 Identify professional and youth organizations.
  - 19.02 Identify purposes and functions of professional and youth organizations.
  - 19.03 Identify roles and responsibilities of members.
  - 19.04 Work cooperatively as a group member to achieve organizational goals.

LIST PERFORMANCE STANDARD ADDRESSED: (continued)

NUMBER(S):            TITLES(S):

19.05 Demonstrate confidence in leadership roles and organizational responsibilities.

19.06 Demonstrate commitment to achieve organizational goals.

19.07 Develop a personal growth project.

21.0 DEMONSTRATE NETWORKING SKILLS -- the student will be able to:

21.01 Define networking and collaboration.

21.02 List other agencies within the community which could impact a child care facility.

21.03 List ways of collaborating with other agencies in the community that could impact a child care facility.

21.04 Develop a scenario of networking between agencies.



NOTE: Use either the Tab key or mouse click to move from field to field. The box will expand to accommodate your entry.

<i>Section 1</i>	
COURSE PREFIX AND NUMBER: <b>EEC 2520</b>	SEMESTER CREDIT HOURS (CC): <b>3</b> CONTACT HOURS (NCC): _____
COURSE TITLE: <b>Early Childhood Organizational Leadership and Management</b>	

*Section 2*

TYPE OF COURSE: (Click on the box to check all that apply)

<input type="checkbox"/> <b>AA Elective</b>	<input type="checkbox"/> <b>AS Required Professional Course</b>	<input type="checkbox"/> <b>College Prep</b>
<input checked="" type="checkbox"/> <b>AS Professional Elective</b>	<input type="checkbox"/> <b>AAS Required Professional Course</b>	<input type="checkbox"/> <b>Technical Certificate</b>
<input type="checkbox"/> <b>Other _____</b>	<input type="checkbox"/> <b>PSAV</b>	<input type="checkbox"/> <b>Apprenticeship</b>
<input type="checkbox"/> <b>General Education: (For General Education courses, you must also complete Section 3 and Section 7)</b>		

*Section 3 (If applicable)*

INDICATE BELOW THE DISCIPLINE AREA FOR GENERAL EDUCATION COURSES:

<input type="checkbox"/> <b>Communications</b>	<input type="checkbox"/> <b>Social &amp; Behavioral Sciences</b>	<input type="checkbox"/> <b>Mathematics</b>
<input type="checkbox"/> <b>Natural Sciences</b>	<input type="checkbox"/> <b>Humanities</b>	

*Section 4*

INTELLECTUAL COMPETENCIES:

<input checked="" type="checkbox"/> <b>Reading</b>	<input checked="" type="checkbox"/> <b>Speaking</b>	<input checked="" type="checkbox"/> <b>Critical Analysis</b>	<input type="checkbox"/> <b>Quantitative Skills</b>	<input type="checkbox"/> <b>Scientific Method of Inquiry</b>
<input checked="" type="checkbox"/> <b>Writing</b>	<input checked="" type="checkbox"/> <b>Listening</b>	<input checked="" type="checkbox"/> <b>Information Literacy</b>	<input checked="" type="checkbox"/> <b>Ethical Judgment</b>	<input checked="" type="checkbox"/> <b>Working Collaboratively</b>

<i>Section 5</i>	
LEARNING OUTCOMES	METHOD OF ASSESSMENT
<ul style="list-style-type: none"> <li>Students will demonstrate the ability to conduct research via internet, magazine and journal articles, and other resources and put information together in a logical and concise report</li> </ul>	Students will be assessed through use of rubrics defining the standards for written reports on research in early childhood management
<ul style="list-style-type: none"> <li>Students will demonstrate problem solving abilities by identifying and describing current information on organizational structure, ethics and professionalism, and leadership</li> </ul>	Students will be assessed through short papers and a final exam on course topics
<ul style="list-style-type: none"> <li>Students will demonstrate the ability to plan, establish and maintain activities which support development of personnel policies and relationships, staff development, evaluation and retention</li> </ul>	Students will be assessed through rubrics measuring standards for a resource file or portfolio addressing management strategies

*Section 6*

Name of Person Completing This Form: Carole Byrd Date: 11/16/2007